



Real Estate Appraiser Board

EXPERIENCE LOG

INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG

- Complete Property Address** Enter the complete address of the property being appraised.
- Month & Year** Enter the month and year of completion for the assignment(s) listed in the second column.
- Assignment Identification** Enter a description for the type of assignment separately (commonly used acronyms are acceptable).
- Type of Property** Enter the appropriate **code number** for the type of property appraised.
- | | | | |
|---|---|----|----------------------|
| 1 | Single family, residential with exterior inspection | 7 | Commercial |
| 2 | Single family, residential with full inspection | 8 | Industrial |
| 3 | Multi-family, 2 to 4 units | 9 | Hotel, motel |
| 4 | Vacant lots, 1 to 4 | 10 | Office |
| 5 | Farms (non-income producing) | 11 | Subdivision projects |
| 6 | Multi-family, 5 or more units | 12 | Land |
| | | 13 | Other |
- Property Value** Enter the appropriate **code number** for the dollar value of the property appraised.
- | | | | | | |
|---|----|-----------|---|----|-----------|
| 1 | \$ | 0 | - | \$ | 100,000 |
| 2 | \$ | 100,001 | - | \$ | 250,000 |
| 3 | \$ | 250,001 | - | \$ | 1,000,000 |
| 4 | \$ | 1,000,001 | - | \$ | 5,000,000 |
| 5 | | over | | \$ | 5,000,000 |
- Type of Involvement** Enter the appropriate **code number** that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.
- | | |
|---|--|
| 1 | Fee/staff appraiser, sole appraiser |
| 2 | Fee/staff appraiser trainee, co-signer |
| 3 | Ad valorem |
| 4 | Reviewer |
| 5 | Real estate consulting |
| 6 | Teaching |
- Hours on Assignment(s)** Enter each appraisal assignment and the total number of hours spent on the assignment.
- Total hours of Assignment** Enter the total number of assignment hours for each page on the bottom of each page.
- Supervisor Signature/
License Number** Supervisor's signature and license number must be on each page (only required for trainee applications and upgrade applications if you are working for another appraiser).
- Description of work
Performed by the Trainee/
Applicant** All Trainees applying for an appraiser license must complete columns I thru X.

Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate all your experience entries. Please number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner

USE THE INFORMATION ON PAGES 1 & 2 TO COMPLETE THE FOLLOWING TABLE

Page ____ of ____

1. Name: _____

First
Middle
Last
Generation
(SR, JR, III, etc.)
2. Social Security Number

			-			-			
--	--	--	---	--	--	---	--	--	--
3. Type of License you are applying for (check only **one**)

Certified General ☐
Certified Residential ☐
Licensed Residential ☐

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	A- Applicant/Trainee	S- Supervisor	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbhhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attaché explanation)	Hours on Assignment(s)
<i>Example:</i>																		
2500 W. Main St. Richmond VA 23221	Sep-00	URAR	1	2	1	A		x	x	x		x						4
						S		C	C	R		R						
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												

						S													
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													
						A													
						S													

Total Hours of Assignment: _____

Trainees only must:

Appraiser applicants who are not now Trainees do not need to complete columns I thru X

- 1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.
- 2) Prepare a separate log for each month and have their supervisors follow instructions in item 3 below and sign where indicated.
- 3) For each portion of each assignment, Supervisors must indicate whether they: **P** – Had Primary Responsibility **C** – Co-appraised **R** – Reviewed and Approved

Supervisor Signature (must sign each page)

(only required for trainee applications or upgrade applications working under a VA Certified Residential or Certified General Appraiser)

Supervisor 4001-
License Number _____